

Narasaraopeta Institute of Pharmaceutical Sciences

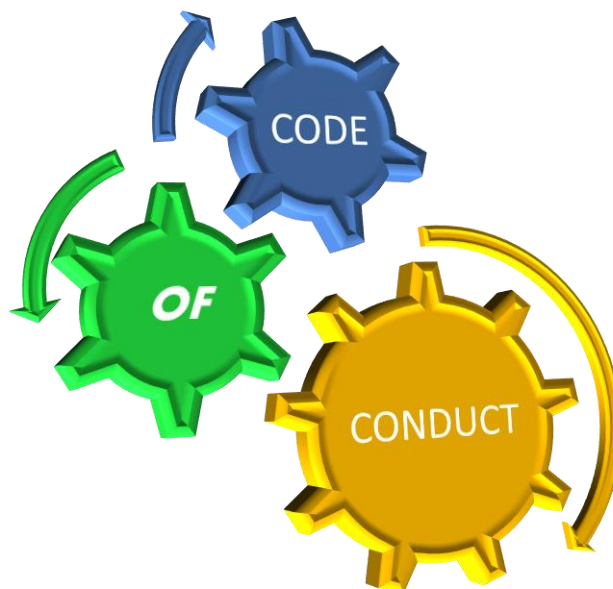
By

Gaythri educational development society (GEDS)

Approved by

AICTE & Pharmacy Council of India

Kotappakonda road , Yellamanda (Post), Narsaraopet-522601, Guntur (Dist.), Andhrapradesh, India



CODE OF CONDUCT FOR STUDENTS

1. It shall be the bounden duty of every student to abide by the rules and regulations of the University, and to conduct himself with discipline and decorum in all places and under all circumstances.
2. Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college.
3. Students shall be clean and decorous in dress, language and behavior.
4. Smoking, use of alcohol and drugs are strictly prohibited in the college premises.
5. When a teacher enters a class room, the students shall rise and remain standing till they are directed to sit or the teacher takes his seat.
6. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
7. Students who may be free during class time shall not loiter on the Veranda or on the premises of the college. During such time they are to be in the Library/Reading room.
8. Every student shall handle college and Hospital property with care and shall do everything in his power to preserve cleanliness and tidiness of the furniture,

building and the premises. Students shall not disfigure the walls, doors, windows, furniture etc.

9. The loss or damage or disfigurement caused to the college articles will be made good by realizing double the loss or damages so incurred from the concerned students or through a collective fine covering all the students.

10. Except in the meeting of the various College Associations, no student shall address any gathering in the college premises without the special permission of the Principal.

11. Megaphones, loudspeakers, mobile phones etc should not be used in the class rooms.

12. Indecent behavior towards the opposite sex will not be tolerated.

13. Students shall not invite or encourage outsiders to enter the campus.

14. Demonstrations/Campaigning of any type at any time during the working days of the college is strictly prohibited within the campus.

15. Rioting/agitating against another group of students or against members of staff/principal/management on any reason what so ever is prohibited.

16. If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought to the attention of the Grievance cell.

17. Ragging/teasing/intimidating/harassing/using words of abuse etc. on junior students within or outside the campus is punishable/crime under Police Act, and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished as per the law.

18. Students shall not roam with their motor vehicles making nuisance in the Campus and in the Hospital surrounding.. Vehicles should be parked at respective places allotted for the purpose.

19. Students are not allowed to make mass petition to the Principal. Any complaint can be represented by a team or representative from the group.

20. Any further rules and regulations framed by the University and the Management from time to time shall also be binding to all.

ATTENDANCE & LEAVE OF ABSENCE

1. Attendance will be taken at the beginning of each period. Late comers shall enter class rooms only with the permission of the teacher.

2. According to university rules, college students are required to maintain a minimum attendance of 75% per subject per term. Students participating in sports and cultural activities and NSS camps are given credit. However, this is subject to production of participation certificates by the students.

3. Impersonation at roll call will be considered as serious offence.

4. Application for leave of absence for more than 4 days due to illness should be supported by medical certificates.

5. A student sent out from the class by a teacher shall lose the attendance for the duration he/she is out.

6. Disciplinary action including removal from the rolls will be taken against those who repeatedly absent themselves on insufficient grounds.

7. A student requiring leave for a day or a part of a day should apply for it to the Principal or to the teacher authorized by him and get his counter signature and submit the form in the college office. Such application should be submitted on the very day of his/her return to the college.

CODE OF CONDUCT FOR FACULTY

1. Faculty should handle the subjects assigned by the Principal/ Head of the Department

2. Faculty should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.

3. Mentor system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.

4. Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.

5. Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.

6. Faculty should work in the hospital or in lab for work assigned to them regularly.

SPECIFIC ASPECTS

1. Faculty must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.
3. In case of unplanned leave, the teaching faculty must inform the academic in-charge & principal for the adjustment of the classes.
4. Faculty should sign the attendance register while reporting for duty.
5. Faculty should mark their biometric attendance while reporting for duty and while leaving.
6. Faculty should remain in the campus till the end of the working hours.
7. Staff should not use their position in the college for private advantage or gain.
8. Faculty staff shall maintain and properly complete teaching diaries.

GENERAL POINTS

1. Faculty are barred from using cell phones while taking classes.
2. Prior written permission is required from the Principal / at least a day in advance while availing planned leave.

3. Not more than 25% of staff members in a Department will be allowed to go on leave on a particular day.

4. 12 days of causal leave can be availed in a calendar year.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.00 a.m. to 5.00 p.m.).

2. Non-Teaching Staff assigned to Laboratories or Hospital should keep the Labs clean.

3. Non teaching staff shall complete the assignment given to them by principal & faculty members to whom he/she is attached.

4. The lab staff must keep the lab clean and ready for the conducting the lab as per schedule time.

5. The lab staff must keep surveillance during practical so that the equipment/instrument is not mishandled by the students.

CODE OF CONDUCT FOR GOVERNING BODY

1. The Governing Body of the College will seek to ensure that its members are appointed

on merit, after an open selection process and are drawn widely from the community it

serves, having regard to the need for continuity and freshness, and for a range of skills

and interests.

2. The Governing Body is responsible for determining the educational character and mission of the college and for oversight of its activities; for the effective and efficient use of resources, the solvency of the college and the safeguarding of its assets; for the approving of annual estimates of income and expenditure; and for the appointment, discipline, pay, promotion and conditions of service of staff, in accordance with the Articles of Government.

3. The Governing Body is responsible for the formation and reform of various committees.

4. The Governing Body will adopt procedures which ensure sound financial decision-making, control and monitoring to meet the requirements of the funding body.

5. The Governing Body will ensure that information on its decisions is made widely available, having regard to confidentiality.

CODE OF CONDUCT FOR PRINCIPAL

1. **Institutional Responsibilities:** The principal shall ensure the smooth conduction of

academic activities, functioning of college as per the JNTU Kakinada, AICTE and PCI norms,

and functioning of various committee.

2. **Makes Ethical Decisions:** Principal should make all the decisions based on the best interests of the students. She/he shall be fair in his/her disciplinary actions for both staff and students.

3. **Honors Commitments:** Principal must stand by his/her word. He/she need to honor all aspects of their employment contract. Unethical conduct includes abandoning the job and leaving the position without a mutual agreement in place to do so. The welfare of the students is the highest priority, and failing to provide adequate supervision on and off campus equates to total disregard for the position held.

4. **Abides By Laws:** Principal must disclose any act that result in criminal and civil charges against him/her. He/she must carry himself/herself with the highest integrity and avoid careless decisions that result in violations of the law.

5. **Maintains Professional Boundaries:** Principal should refrain from inappropriate conduct and relationships with students and staff. These activities include making obscene gestures, snapping compromising photos or having intimate relations. This type of conducts includes all forms of communication. Text messages, phone calls and social media interactions that are deemed wrong by the college board are unacceptable from the principal.

6. **Objective Leadership:** Principal should empower all staff members and students to reach their maximum potential. This is done by allowing teachers to practice reasonable educational freedom without interference by a biased principal. This also means allowing students to be creative in their educational pursuits by honoring their commitments to their own culture and heritage.

7. **Honesty:** Principal must apply active and passive honesty. He/she should never directly lie to anyone. He/she must never withhold vital information that should be made public. He/she must also report acts of alleged abuse to the proper authorities. Failure to do so puts more students at risk from a free abuser.

8. **Universal Standards:** A principal should always be honest, fair, law-abiding, objective, supportive and protective even when the student

PRINCIPAL